

Minutes
Bristol Space Needs Committee
August 29, 2016

Present: Nik Coates, Susan Duncan, Burt Williams, Ned Gordon, Sandra Heaney, Ben LaRoche, Barbara Greenwood, Dave Carr, and Michael Lewis.

Absent: Paul Manganiello and Jeff Shackett.

Others Present: Public

The meeting was called to order at 7:00 by Chair Ned Gordon.

Susan Duncan made a motion to approve the minutes from August 8, 2016 as amended, seconded by Sandra Heaney. The Committee voted 9-0 to approve the minutes as amended.

Discussion:

Nik Coates updated the committee on the sub-committee work. The sub-committee made a needs list and measured off the office spaces. A one story building makes sense. The final square foot numbers are approximately 6,500 sq. ft. The building would fit on the Smith lot. There is no definitive answer on the number of parking spaces. The current building has 20. There needs to be consideration for space for the video equipment. Storage really needs to be thought of.

Sandra Heaney asked how much space the building currently has. Mr. Coates replied that the current building is 7,200 sq. ft. total. Chief Lewis commented that 3,400 sq. ft. are for the town offices.

Burt Williams commented that if a full foundation is put on a new building there would be plenty of storage.

Sandra Heaney commented that the 6,500 square footage number seems like a big number to her. Chief Lewis replied that the meeting room and the storage space are large numbers. Susan Duncan commented that it makes no sense to build without storage space and there needs to be a larger meeting room to serve the town well.

Ned Gordon commented that there is a concern with the siting of new building on the Smith lot and will it be sited at the front or back of the lot. Chief Lewis replied that the sub-committee did a visual observation to see if the building can fit anywhere on the lot and a 65x100 sq. ft. building can fit on the lot. Mr. Gordon commented that the committee does not know how much parking there will be. Mr. Coates replied that an architect could answer that. Ms. Heaney commented that the town parking ordinance calls for parking to be placed at the rear.

Sandra Heaney asked if there is a cost difference for a smaller two story building instead of a longer one story building. Burt Williams replied that it is always cheaper to go up two stories. Susan Duncan commented that even with an elevator for accessibility it would potentially save money. Chief Lewis commented that it would save on square footage. Ms. Duncan commented that there would be more parking.

Ned Gordon commented that the committee needs to look at other options and determine what is available. Sandra Heaney commented that buildings with a minimum of 5,000 sq. ft. of space need to be considered. The committee discussed several locations in town that will be included in their report. The sub-committee will look at the various property options and report back to the committee.

Ned Gordon asked about what to do about siting the Smith lot property. Susan Duncan commented that the committee needs to get the cost of razing the building. Ned Gordon commented that the building need to come down anyway as it is a hazard. Nik Coates commented that the Select Board has agreed to hire someone to clean out the building. The Historical Society will look inside the building and will document anything of historical value. A warrant article will be looked at to pay for tearing it down.

Ben LaRoche asked what it would take financially to get a realistic number for the Police Department to transition to the current building. Mr. LaRoche commented that he thinks this will be a relatively significant number. Burt Williams commented that this would be part of the whole package to present to the public. Chief Lewis commented that an engineer or an architect needs to look at the Police Department to get an accurate cost. Ned Gordon asked if an architect can give this number. Chief Lewis replied that he could ask members of the community to take a look at the blueprint and give an estimate. The committee can come up with a number within 5%. Dave Carr asked if it would be less expensive to add on to the present building and to have the Police Department and the town offices in the same building. The Smith lot could be used for parking.

Nik Coates commented that the sub-committee could identify 10-20 sites that are available and then whittle that list down to 5 sites. The committee can then talk to an architect about the costs associated with these five sites. Mr. Coates suggested that he come to the next meeting with an RFP for an architect to look at the five sites. The committee can look at the bids. Ned Gordon suggested that the RFP not be just for siting a building but the positives and negatives of building there.

The next meeting will be **Monday, September 12, 2016 6:00PM at the Town Offices.**

Action Items:

Mr. Coates will write the RFP. Chief Lewis will get the cost for the Police Department expansion. The sub-committee will look at potential sites.

Public Comments:

Steve Favorite commented that the plan from 2007 could help the committee with this project.

Adjourn: Sandra Heaney made a motion to adjourn, seconded by Susan Duncan. The committee voted 9-0 in favor of the motion.

Respectfully Submitted,
Wendy Costigan

